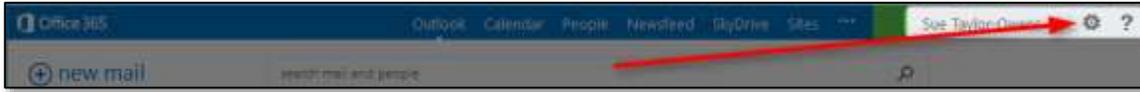
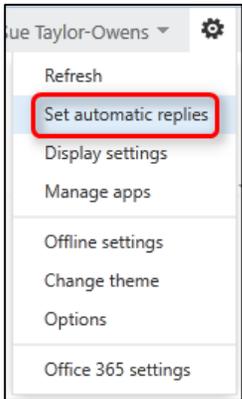


Setting Up Automatic Replies in Outlook Web App

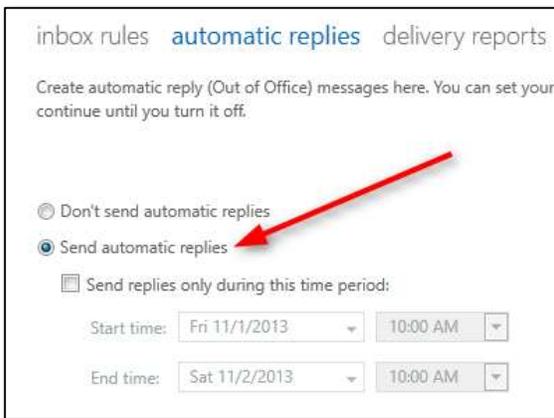
1. Go to [Outlook Web App](#)
2. Click on the **gear on the right**



3. Choose **Set automatic replies**



4. Select **Send automatic replies**



5. Optionally, select **Send replies only during this time period** and set the date range you will be gone (if you don't do this step, you will need to come back to these settings when you want to turn the automatic replies off)

